



The County Office of Boards and Commissions

Presents

Effective Meeting Management

February 5, 2013

Please complete the following questionnaire and provide additional feedback to help us continue to make the curriculum both productive and meaningful to you. Mahalo!

Name: Overall Rating 4.53

(optional)

Please rate the following items:

	Excellent	Above Average	Average	Below Average	Poor
Instructor: <u>Tom Lodico</u>					
Facilitate Class Content to Curriculum	5	4	3	2	1
Course objectives met:					
Role and authority of the Chair	5	4	3	2	1
How to manage a meeting	5	4	3	2	1
Basic parliamentary procedures	5	4	3	2	1
Guidelines for public participation	5	4	3	2	1
Strategies for potential challenges	5	4	3	2	1
Applying principals in a simulated setting	5	4	3	2	1

Please provide candid feedback to the following questions. Your responses will remain confidential:

I authorize the Office of Boards and Commissions to use my comments anonymously for public communication and for promotional purposes. ☐ Yes ☐ No

- What did you like most about this training session?
Open; Everyone was involved with discussion; Role playing and going over specific situations helps to enhance our understanding of the proper procedures; To the point; Very interactive; Parliamentary Procedures explained; Informal; Informal and able to discuss various options available; Discussion among participants; Well organized;
- Are there parts of this session you would change?
More instruction, less classroom questions being asked by the instructor; Have department staff attend;
- Any comments about the training area/setup/equipment?
Satisfied; Great; Excellent;
- Would you recommend this course to others?
Yes; Yes; Yes; Yes; Yes; Yes; Yes, Department staff; Definitely; Yes;